

Procedures for Obtaining Commercial Aviation Services (CAS) using the Reimbursable Interagency Agreement between NOAA and the U.S. Department of Interior (DOI) National Business Center Aviation Management (AM) Office (formerly known as Office of Aircraft Services (OAS)) for the duration of the Outsourced Aviation Safety Stand-Down

A copy of the agreement can be downloaded from the NMAO web site:

<http://www.nmao.noaa.gov/fleettimereq.html>

The Reimbursable Interagency Agreement between NOAA and DOI allows NOAA to use the DOI AM Aircraft Rental Agreement (ARA) System, which is similar to a "blanket purchase agreement" list of vendors that have been evaluated by the Department of Interior for Federal agency use. The list of vendors can be viewed on their web site: <http://www.oas.gov/source/source.htm> Select "Aircraft Source List" where you can input various search criteria to find aircraft in your project area. The ARA system is set up for aircraft charters up to \$25,000 per mission. NOAA offices utilizing a DOI AM "Aircraft Rental Agreement" for aircraft services up to \$25,000 per mission, will be charged a DOI administrative overhead fee equal to 14% of the actual amount paid to the aircraft vendor for services rendered. The DOI AM contracting officers will also work with NOAA to facilitate aircraft charters in excess of \$25,000; and the administrative overhead fees associated with these contracts will be paid by the NOAA program requesting services at the rates below:

<u>Annual Cost per individual aircraft</u>	<u>Percentage</u>
\$0 - \$250,000	11%
\$250,001 - \$500,000	9%
\$500,001 - \$1,500,000	7%
\$1,500,001 – above	6%

In addition to the fees described above, DOI AM will charge the NOAA office requesting contracting services for reimbursement of any travel or per diem costs incurred for site visits to vendors not currently on the DOI AM Aircraft Source List, or for other travel incurred specifically on behalf of that NOAA office.

All NOAA business with DOI AM shall be coordinated through your Line Office liaison listed on the "contact information" tab of the NOAA Aviation Safety website (<http://www.aviationsafety.noaa.gov>) for submission to LCDR Debora Barr (NOAA's liaison with DOI). Chartering with a vendor on the source list "outside the scope" of the instructions outlined below is in violation of the NOAA Safety Stand-Down.

Procedures to request Commercial Aviation Services through DOI AM:

Submit Request

- Coordinate with your Line Office Liaison to complete and fax a NOAA Form 56-48 "Request for Aircraft Support" to NMAO's Program Services and Outsourcing Division (fax 301-713-1541). *(If you have already sent in a 56-48 for your project this fiscal year and have been assigned a NMAO clearance number you do not have to re-submit the form – just call Debora Barr at 301-713-3435 x103 to proceed. The form can be found on NMAO's web site:*
<http://www.nmao.noaa.gov/fleettimereq.html>
- LCDR Barr will contact you to discuss your project needs and fax back your NOAA Form 56-48 with an "NMAO assigned clearance number" annotated to authorize the procurement. The clearance number is also required for follow-up reporting of your flight(s).

Acquire Billing Code from DOI AM

- Obtain a "Billee Code" for DOI billing through LCDR Barr of NOAA. This allows DOI AM to bill NOAA for the cost of the aircraft charter, minus the overhead charges that are paid by NMAO when using the ARA.
- Some NOAA offices already have "billee codes" set up with DOI. To determine if your office already has a code in place, go to:
<http://www.oas.gov/amab/billee/state.asp>
- If you do not have a billee code, you will need to send the following information to LCDR Barr of NMAO: Debora.R.Barr@noaa.gov via email in order to receive one:
 1. Point of Contact (telephone and email)
 2. Office Code
 3. Address for DOI AM to send the "detail of charges" to after the flights

Obtain Cost Estimate

- Once you have a billee code set up with DOI AM, and we determine that an existing ARA aircraft vendor can support your project, you can contact the vendor to request a cost estimate for your project. When you contact the vendor please tell them you are a customer of DOI AM utilizing the Aircraft Rental Agreement System so they can give you an accurate cost estimate using the ARA flight rate. Be sure to include an estimate of the DOI administrative overhead fees in your cost estimate.
- If there are currently no aircraft on the ARA source list that can support your project, LCDR Debora Barr will submit a request to DOI AM to search for additional vendors to fulfill your needs. LCDR Barr will also look at the requested flight profiles and

determine if there are "special use" needs such as low-level surveillance flights or extended over-water flights, etc. These types of requests require a higher level of safety evaluation of the vendors including a flight evaluation of the pilots' flying skills, and require additional time to set up as an on-site inspection by AM is required.

Complete Procurement Request

- Fill out a CD 435 (Department of Commerce Procurement Request) to submit to your Administrative Support Center along with a copy of the NOAA Form 56-48 (annotated with your "NMAO Assigned Clearance Number") to proceed with the procurement. The "Seller" on the CD-435 will be: U.S. Department of Interior, Aviation Management, 300 E. Mallard Dr., Suite 200, Boise ID 83706-3991, Attn: Erin Horsburgh 208-433-5033.

Schedule Flight

- As soon as you have an approved Purchase Order or Requisition, and the cost estimate is less than \$25,000, you may contact the DOI Aircraft Rental Agreement vendor and schedule your flight(s).
- Download and read the "Aircraft Rental Agreement" from the DOI AM website for the region in which you will need aircraft:
 - To determine region: <http://www.oas.gov/fc/>
 - Alaska Region: <http://www.oas.gov/akro/akflight/fccindex.htm>
 - East Area: <http://www.oas.gov/east/fcc/index.htm>
 - West Area: <http://www.oas.gov/west/fcc/index.htm>
- The "Aircraft Rental Agreement" has detailed information regarding the responsibilities of NOAA employees acting on behalf of the government as well as vendor responsibilities. NOAA employees flying on ARA aircraft are required to visually inspect the DOI AM-issued Aircraft Qualification Card and Pilot Qualification Card, authorizing them to perform the flight prior to embarking on the aircraft to ensure the vendor is complying with the ARA agreement, as detailed in the ARA.
- If your cost estimate is greater than \$25,000, contact your Line office liaison to communicate your needs to LCDR Barr to request assistance from the DOI AM Contracting Office to proceed with the procurement.

Fly With Vendor

- When you fly with the ARA vendor, please ensure that the vendor fills out the DOI OAS-23 form using your billee code to ensure that the billing statements are directed properly. **You must enter your NOAA Purchase Order or Requisition Number**

and CAMS accounting codes in the “User Organization and Charge Codes” section on the OAS-23 form documenting the flight activity. This will assist NOAA Finance in correctly billing your office for the flight activity.

Follow-Up Reporting

- Download the “Aircraft Use Report – OAS 23 User Guide” from the DOI AM website: <http://www.oas.gov/library/index.htm> which describes all of the codes used on the OAS-23 form.
- After the project is flown, the vendor will ask you to validate the OAS-23 form (Aircraft Use Report) so they can submit it to DOI AM for reimbursement. Please review the OAS-23 instructions available at: <http://www.oas.gov/library/index.htm> You will not be paying the vendor directly. DOI AM pays the vendor after the vendor submits the proper paperwork. DOI AM then bills NOAA for reimbursement using the billee code assigned. **Do not pay the vendor directly!**
- NOAA requires submission of a NOAA Form 56-56 (Commercial Aviation Services Report) to NMAO as well as the monthly ship and aircraft charter form due on the last Friday of each month that you fly to document the cost and utilization data associated with all aircraft outsourcing. These forms can be found on the NMAO web site: <http://www.nmao.noaa.gov/fleettimereq.html> You will need your “NMAO Assigned Clearance Number” to complete these forms.

Free Aviation Safety Training

- DOI AM offers “Interagency Aviation Training” accessible from their web site: <http://iat.nifc.gov/> You will find online courses in Aviation Safety, Aircraft Capabilities and Limitations, Aviation Life Support Equipment, Crash Survival, and others. Any NOAA employee or contractor may log in and take these safety courses online. You will receive credit for taking the training only if you complete the test at the end of each module. It is strongly recommended that employees and contractors take advantage of this opportunity to learn about aviation safety. **Aviation Safety A-101** is a basic safety course which also outlines the ARA procedures that NOAA must follow when working with the vendors on the source list. DOI AM also offers an Aviation Conference and Education (ACE) session twice a year where many of the aviation safety courses are offered in a classroom setting. NOAA employees and contractors may sign up for the ACE sessions. There is no cost for this training other than travel and lodging.

If you have any questions about the interagency agreement, need assistance obtaining a DOI Billee Code, or need additional information regarding anything above, please contact your Line Office liaison - see the contact information tab on the NOAA Aviation Safety website: <http://www.aviationsafety.noaa.gov>